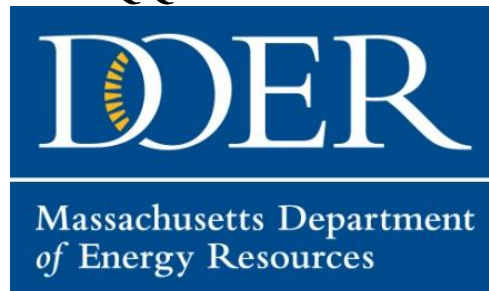


**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENERGY RESOURCES (DOER)
Mark Sylvia, Commissioner**

RFQQ-ENE-2014-029



REQUEST FOR QUICK QUOTE

**Consulting Services for Technical Assistance for the
Community Clean Energy Resiliency Initiative**

I. PROCUREMENT CALENDAR

DOER Issues RFQQ	February 26, 2014
RFQQ Response Due	March 14, 2014
Selection of Winning Response*	March 20, 2014
Execution of Contract with DOER*	March 24, 2014

* Dates after RFQQ Response Due date are *anticipated* dates. All dates are subject to change.

II. PROCUREMENT AND CONTACT INFORMATION

NOTICE: COMMPASS WILL BECOME "COMMBUYS" ON MARCH 24, 2014. WHILE THIS POSTING WILL BE AVAILABLE ON COMMPASS UNTIL March 14, THERE IS NO ABILITY TO INTERACT THROUGH THE COMPASS FORUM OR SMART BID AFTER FEBRUARY 28, 2014.

PROPOSALS MUST BE SUBMITTED BY EMAIL TO Edward.Dobbin@state.ma.us.

PLEASE CHECK-IN THROUGH EMAIL AND/OR THE DOER WEBSITE FOR ANY COMMUNICATION, AMENDMENTS, AND QUESTIONS AND ANSWERS REGARDING THIS SOLICITATION.

A. Type of Procurement

This RFQQ is a commodities and services procurement, governed by 801 CMR 21.

B. Use of this Procurement by Single Department

This RFQQ is for single department procurement. All contracts awarded under this RFQQ will be utilized solely by DOER.

C. RFQQ Distribution Method

This RFQQ has been distributed electronically using the Comm-PASS system. It is the responsibility of every potential respondent to check Comm-PASS for any addenda or modifications to an RFQQ to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended RFQQs or submit inadequate or incorrect responses. Potential respondents are advised to check the “last change” field on the summary page of RFQQs for which they intend to submit a response to ensure they have the most recent RFQQ files.

Respondents may not alter RFQQ language or any RFQQ component files. Those submitting a proposal must respond in accordance to the RFQQ directions and complete only those sections that prompt a respondent for a response. Modifications to the body of this RFQQ, specifications, terms and conditions, or which change the intent of this RFQQ are prohibited. Any unauthorized alterations will disqualify a response.

D. Massachusetts Public Records Law

All proposals and information submitted in response to this RFQQ are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted proposals that are inconsistent with these statutes shall be disregarded.

E. No Guarantee of Resulting Contract

The Commonwealth makes no assurance that any services will be purchased from any contract resulting from this RFQQ.

F. Contact Information:

Responses to this RFQQ will be received by:

Procurement Contact:	Edward Dobbin Department of Energy Resources 100 Cambridge Street, Suite 1020 Boston, MA 02114
Telephone:	(617) 626-7383
Fax:	(617) 727-0030
E-mail:	Edward.Dobbin@state.ma.us
RFQQ Name:	Consulting Services for Technical Assistance for the Community Clean Energy Resiliency Initiative
RFQQ File Number:	RFQQ-ENE-2014-029

III. INTRODUCTION

Overview and Goals

DOER’s Community Clean Energy Resiliency Initiative (Initiative) is part of the Patrick Administration’s comprehensive climate change preparedness effort. The Initiative is focused on municipal energy resiliency, which aims to protect communities from interruptions in energy services due to severe climate events enhanced by the effects of climate change. This Initiative is funded by \$40 million in Renewable Portfolio Standard (RPS) Alternative Compliance Payments (ACP), with monies to be allocated appropriately and competitively across the Commonwealth.

Grant funding will support clean energy technology projects in cities and towns through a competitive bid process. These projects should be focused on critical facilities providing key services during grid outages. Applicable approaches may include, but are not limited to, the incorporation of distributed renewable energy generation (electric and thermal); combined heat and power (CHP); district energy systems; high efficiency fuel cells; energy storage; energy management

systems that enable load shedding used to isolate and serve critical loads during an event; necessary equipment to operate distributed generation in island mode; and microgrids. Potential solutions might include a combination of identifying critical loads and/or reducing aggregate energy use at critical facilities (with energy efficiency and load shedding); co-locating renewable energy generation and storage with traditional or existing back-up generation at critical facilities to achieve improved reliability through redundancy; leveraging shared critical facilities; public-private partnerships between municipalities and private entities serving important needs during an emergency (like hospitals, universities, supermarkets or fueling stations); and considering a full breadth of revenue generation and financing models to cover project costs. DOER will look to use its funding to fill in economic gaps remaining after other existing incentives and feasible private investments are utilized.

Municipal applicants will be able to request funding for direct implementation of projects that are already planned, or in two phases, including project planning support and then implementation. DOER is looking for consulting assistance in the form of a technical advisor to cities and towns across the Commonwealth for the project planning support portion of the Initiative.

IV. SCOPE OF WORK

Project Organization and Respondent's Role

DOER is requesting on-call technical advising services from a qualified consultant. This advisory team will assist cities and towns during the preparation and planning of resiliency-related energy projects. Building upon existing municipal emergency plans and procedures with identified critical services and facilities, the advisory team will use modeling tools to identify and estimate required critical loads and establish optimized or alternative project design and performance, assess project feasibility and revenue potentials from displacing conventional energy, shifting demands and providing grid ancillary services, provide expertise in project financing options, and examine project implementation plans. This will be an on-call service so that cities and towns in need of technical assistance will have a resource in place from the start of the process, at no cost to them. DOER anticipates approximately 40-60 municipalities will seek technical assistance and will need to be served over a 10 week period between August 2014 and mid-October 2014. The start date will depend on the application review process.

Task 1. Review project pricing information and evaluation criteria for the Initiative.

- a) Review project pricing assumptions made by DOER. DOER will provide pricing assumptions on the technologies and systems expected to be used in municipal projects, along with installation and interconnection estimates. These assumptions should be verified by the consultant and recommendations provided to DOER as to adjustments as necessary so as to inform DOER's budgeting for the Initiative.
- b) Review DOER's technical specifications and evaluation criteria in the solicitation document to be offered to cities and towns. Provide recommendations to DOER to improve the quality of responses and ability for critical evaluation.

Task 2. Outreach program offerings: Participate in a webinar with DOER to inform applicants of consultant capabilities, planning process, and prerequisites for technical assistance services. This will be subsequent to the launch of the program solicitation in late March or early April 2014.

Task 3: Support DOER in review and selection of applications seeking technical assistance or implementation funds: DOER will receive, review, and evaluate all applications received from cities and towns for requesting technical assistance or implementation funds. The selected consultant will assist in the evaluation of an anticipated small portion of applications that might propose more complex technology options or microgrid applications. For planning and budget purposes, the respondent should assume that 10 such applications will need such review.

Task 4: Gather information from each selected municipality

- a) Site visit and kick-off meeting with municipal officials;
- b) Use municipality identified critical services and facilities lists provided in their application, in order to prioritize potential projects;
- c) With municipal input, select a facility or collection of facilities for in-depth analysis; and
- d) Collect all necessary energy data on selected facilities.

Task 5: Model solutions for each selected municipality

- a) Using simulation or optimizing software, model critical electric and thermal loads, generation and storage options (potential and/or existing), and control systems;
- b) Specify technology for projects, including equipment required to monitor and respond to grid outages;
- c) Establish pre-engineering design for proposed strategy/solutions, including recommended one-line diagrams required for interconnection; and
- d) Conduct cost-benefit analysis to evaluate proposed solutions, including all potential revenue sources and energy cost savings.

Task 6: Final Report

- a) Generate final report for each applicant. This report will serve as the technical portion of project application for the municipality to offer to DOER for implementation funds. DOER, with review and recommendations from the selected consultant, will create a standard report template and set project feasibility metrics that each project application must meet to be considered for implementation funding.
- b) Generate a summary report for DOER of all planning services provided and assessing the opportunities and barriers for towns to implement energy resiliency measures and any lessons learned from the technical assistance.

Project Schedule (subject to change)

Task 1	Completed by March 28, 2014
Task 2	Completed by May 30, 2014
Task 3	Completed by July 28, 2014
Task 4	Completed by September 22, 2014
Task 5	Completed by October 15, 2014
Task 6	Completed by October 31, 2014

Project Terms

The selected Respondent will be required to abide by the Standard Commonwealth of Massachusetts Terms and Conditions and all final contract negotiations of a Final Scope of Services. Please note that the DOER does not guarantee that any contracts will result from this RFQQ or that any particular funding level will be awarded. The Initial Contract Duration for this RFQQ is up to twelve (12) months from the Contract Effective Start Date.

Deliverables

Key deliverables to be completed by the selected consultant include:

- A webinar, in coordination with DOER, including PowerPoint presentation to municipalities on technical assistance services;
- Technical assistance and detailed project plan for each municipality, useable as a project implementation application to DOER for implementation funding;
- Final report on overall advising role to DOER providing assessment of energy resiliency needs, strategies, barriers, and lessons learned; and
- Bi-weekly reporting as described in the Reporting section below.

Ownership of Deliverables

All deliverables including, but not limited to, those listed above shall be owned by the Commonwealth of Massachusetts.

Reporting

Every two weeks, for the duration of the contract, the successful selected Respondent must provide DOER with an update in an electronic format that includes the following:

- Tasks performed pursuant to the Scope of Work;
- Planned activities for the upcoming two weeks; and
- Description of any issues, concerns, or other feedback.

V. CONTRACT INFORMATION

A. Funding availability /duration of contract

DOER seeks bids for this solicitation in the range of \$150,000-\$200,000 and reserves the right to consider the Respondent's budget in its evaluation of responses. This budget shall be broken down into fixed and variable costs as provided below. The Initial Contract awarded pursuant to this RFQQ-ENE-2014-029 will be valid for up to twelve (12) months from the Contract Effective Start Date.

B. Contract expansion

If additional funds become available during the contract duration period, DOER reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFQQ or to execute contracts with contractors not funded in the initial selection process, subject to available funding.

C. Invoicing

The successful Respondent may submit an invoice for work performed during the period of the contract no more frequently than once a month. Invoices shall include information required by the DOER and specified in the contract, including, for example, the dates of service, type of service performed, hours associated with each task, and copies of time sheets.

VI. PROPOSAL REQUIREMENTS

Respondents to this RFQQ-ENE-2014-029 must respond via the Quick Quote Response Form and must also submit an electronic proposal to Edward Dobbin (Edward.Dobbin@state.ma.us) by 3PM on March 14, 2014. Late proposals will not be accepted. Faxed proposals will not be accepted. Proposals shall not be submitted in an elaborate format that includes expensive binders or graphics. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. Each page of the proposal shall state the name of the bidder, and the page number.

Respondents must provide a project timeline, including the timeframe over which each task will be addressed with the awarded municipalities and the dates by which each of the tasks listed in the scope of services will be complete. The response shall estimate the number of hours and the cost associated with each such task.

Respondents must provide a detailed budget providing the following breakdown:

- The respondent must provide a fixed costs budget for task 1, 2, 3 and 6b, and any preparatory costs for tasks 4 through 6a.
- The respondent must provide a per municipality costs of task 4 through 6a, based on the expectation of serving 40 to 60 municipalities.

Respondents must provide a narrative that describes:

- The respondent's approach to completing the work as described in the scope of services, i.e. the response must describe how the respondent will perform the study and the required analyses for each municipality;
- The respondent's qualifications and relevant experience, including resumes for all personnel who will provide services and their billing rates.

Respondents must demonstrate the following:

- The consultant must demonstrate expertise in Massachusetts clean energy markets and incentives. Strong familiarity with the Massachusetts electric distribution companies and energy regulations, particularly electric interconnection standards and local codes, is essential.
- The consultant must demonstrate expertise in energy resiliency technologies and strategies.
- The consultant must demonstrate the capacity to serve any interested Massachusetts municipality, in person and within the short timeframe outlined above.

- The consultant must also demonstrate expertise using modeling software to design the hybrid power systems required for this Initiative. This software may include, but is not limited to, that provided by HOMER Energy, PNNL, RETScreen, NREL, Sandia Labs, or Qado Energy.
- Finally, the consultant must demonstrate the capacity to generate up to 40 project plans as outlined in the task list above. These may range from single facility based plans, to multiple dispersed facilities within one town, to more complex networked or microgrid strategies. DOER does not anticipate that more than 5 applicants will be prepared to generate a complex networked (or microgrid) project application.

VII. PROPOSAL EVALUATION

All proposals received by the due date and meeting the requirements established in this RFQQ will be reviewed and ranked by DOER staff. Final rankings and the contract award will be based on the following criteria:

1) Completeness and clarity of the proposal:

Highly Advantageous: Respondent presents a plan of approach to achieve end deliverables that is very logical, well thought through, takes into consideration all stakeholders, and fully addresses all elements stated in the RFQQ.

Advantageous: Respondent presents a plan of approach to achieve end deliverables that is moderately logical, somewhat well thought through, takes into consideration most but not all of the stakeholders, and addresses most, but not all of the project elements stated in the RFQQ.

Not Advantageous: Respondent presents a plan of approach to achieve the end deliverables that is not logical, not well thought through, does not take into consideration the stakeholders, and does not address all of the elements stated in the RFQQ.

Unacceptable: Respondent does not present a plan of approach.

2) Respondent's experience with energy related projects in Massachusetts, with particular experience with energy resiliency technologies and strategies:

Highly Advantageous: Respondent has 10 or more years of experience working on projects of a similar type, size and scope to this project, with particular experience with the recent MA solar regulatory program and market

Advantageous: Respondent has less than 10 years but more than 5 years of experience working on projects of a similar type, size and scope to this project, with particular experience with the recent MA solar regulatory program and market.

Not Advantageous: Respondent has 5 or less years of experience working on projects of a similar type, size and scope to this project, with particular experience with the recent MA solar regulatory program and market.

Unacceptable: Respondent has no experience working on projects of a similar type, size and scope to this project, with no particular experience with the recent MA solar regulatory program and market.

3) Experience in using modeling software to design hybrid power systems:

Highly Advantageous: Respondent has 10 or more years of experience with comprehensive hybrid power system modeling and analysis

Advantageous: Respondent has less than 10 years, but more than 5 years of experience with comprehensive hybrid power system modeling and analysis.

Not Advantageous: Respondent has 5 or less years of experience with comprehensive hybrid power system modeling and analysis.

Unacceptable: Respondent has no experience with comprehensive hybrid power system modeling and analysis.

4) Resource capacity to expeditiously serve the municipalities and thoroughly execute the tasks as they are set out in a large number of municipalities in the Commonwealth.

Highly Advantageous: Respondent demonstrates a clear and substantial ability to meet with all awarded municipalities and with sufficient resources and expertise to serve all projects within the time allowed.

Advantageous: Respondent demonstrates a moderately clear and substantial ability to meet with all awarded municipalities and with sufficient resources and expertise to serve all projects within the time allowed.

Not Advantageous: Respondent does not demonstrate a clear and substantial ability to meet with all awarded municipalities or with sufficient resources and expertise to serve all projects within the time allowed.

Unacceptable: Respondent is not able to meet with municipalities with sufficient resources and expertise.